

2008

RIGHT TO KNOW

SURVEY INSTRUCTIONS

This booklet contains all the instructions for completing the Right to Know Survey. A separate survey is required for each facility owned, leased, or operated by a public employer. A “facility” means the “building, equipment and contiguous area at a single location used for the conduct of business.” This includes any buildings where employees are periodically assigned.

If you have not received **separate survey forms for each facility**, you must contact NJDHSS at 609-984-2202 or rtk@doh.state.nj.us, with the name and address of the facility and we will send you a new survey form.

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GENERAL INFORMATION

New Jersey public employers must comply with the requirements of the New Jersey Worker and Community Right to Know Act. The four major requirements are:

1. Report all hazardous chemicals listed on the Right to Know Hazardous Substance List that are present at each of your facilities by completing a **Right to Know Survey** for each facility.

This booklet contains instructions for completing the Right to Know Survey. This survey is being conducted by the New Jersey Department of Health and Senior Services (NJDHSS) as required by the Worker and Community Right to Know Act (N.J.S.A. 34:5A-1 et seq) and regulations (N.J.A.C. 8:59). It is mandatory that this survey be returned to the New Jersey Department of Health and Senior Services by July 15, 2009.

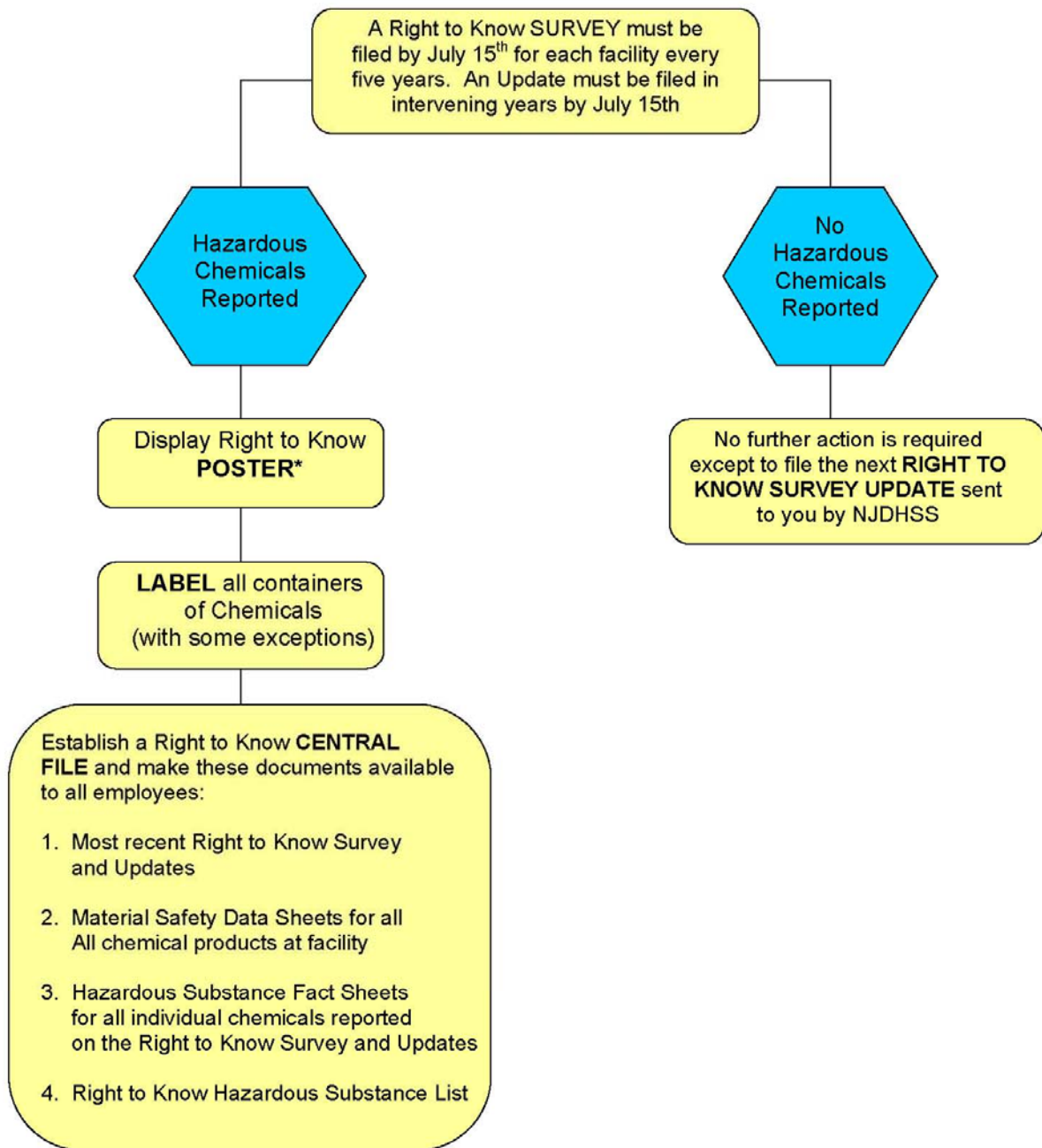
The purpose of the Right to Know Survey is to:

- Inform your employees about hazardous chemicals present at your facility.
 - Provide an inventory of hazardous chemicals present at your facility to your local fire, police and health departments and local emergency planning committee (LEPC), so that they may adequately plan for and respond to emergencies, and to provide the public with access to this information.
2. **Label** containers of chemical products.
 3. Establish a Right to Know **Central File** at each facility that reports the presence of hazardous chemicals. (The "Summary of the Requirements of the New Jersey Worker and Community Right to Know Act for Public Employers" flow chart on page 4 of this booklet lists the documents that must be kept in the central file.)
 4. Post a RTK **poster** in each facility.

If you have questions regarding the law or survey completion after reviewing this instruction booklet you should contact the NJDHSS Infoline at 609-984-2202, or email the Right to Know Program at rtk@doh.state.nj.us.

You can download documents explaining the above requirements from the Right to Know Program's website at www.nj.gov/health/rtkweb.

SUMMARY OF THE REQUIREMENTS OF THE NEW JERSEY
WORKER AND COMMUNITY RIGHT TO KNOW ACT
FOR PUBIC EMPLOYERS



*Right to Know posters and brochures (English and Spanish) can be obtained from NJDHSS. Use the order form on the Right to Know Program's website www.nj.gov/health/rtkweb or call the Right to Know Program at (609) 984-2202.

RIGHT TO KNOW SURVEY INSTRUCTIONS

PLEASE NOTE

YOU **MUST** COMPLETE AND RETURN THE FIRST PAGE OF THIS SURVEY EVEN IF YOU DO NOT REPORT CHEMICALS

FOR FACILITIES THAT ARE REPORTING CHEMICALS, INVENTORY PAGES MUST BE ATTACHED.

DO complete all sections on the first page of the survey. Sign and submit the survey by July 15, 2009 even if you have no hazardous substances to report.

DO submit inventory pages if you have chemicals or chemical products at your facility that have ingredients that appear on the New Jersey Department of Health and Senior Service (NJDHSS) Right to Know Hazardous Substance List. Complete all columns (1) through (10) as well as the identification information on the top left hand side of the page (plus column (11) if you have Large Quantities).

DO take your time completing the survey and reading the instructions. If you are not sure how to complete the survey, call the Right to Know Infoline for help at (609) 984-2202, or attend one of the free Survey Workshops. Surveys containing errors will be returned for correction.

DO print neatly or type your information onto the survey. You can also use your computer to type in information onto the inventory pages. The inventory pages can be found on the Right to Know Program's website – www.nj.gov/health/rtkweb.

DO mail your original signed survey to NJDHSS, RTK Program by July 15, 2009, and mail copies to your County Lead Agency, Local health department (not the Board of Health), local fire and police departments, and local emergency planning committee. **KEEP A COPY OF THE SURVEY AT YOUR FACILITY IN YOUR RTK CENTRAL FILE.**

DO remember, you cannot make changes to your NJEIN, SIC/NAICS or Co/Mun codes which are preprinted on your survey above the mailing address. **Every facility has a unique NJEIN.**

DO make changes to your mailing address or facility location address directly on the form if they are not correct, using blue or red ink.

DO notify the NJDHSS, RTK Program, by letter if a facility for which we sent you a survey no longer exists. Include the month and year when the building was no longer used by you and a brief description of why (e.g. building sold, building demolished, building no longer leased). If the building was owned or occupied during any part of the calendar year, you are still required to complete a survey for that reporting year. If the building is vacant but your employer owns it, a survey is still required.

DO use the forms sent to you by the RTK Program this year. Each year the forms change; photocopying a form from a previous year is not acceptable. If your form is incorrect, it will be returned.

COMMONLY ASKED RIGHT TO KNOW SURVEY QUESTIONS

GENERAL QUESTIONS

Q: What must I report on the survey?

A: You must report all chemical products containing hazardous ingredients that are present at your facility. List the product name and the product's hazardous chemical ingredient(s), as well as requested inventory information.

Q: What is considered a hazardous chemical ingredient?

A: All chemicals listed on the Right to Know Hazardous Substance List are considered to be hazardous.

Q: May I use computerized chemical inventory pages instead of the pages provided by NJDHSS?

A: Yes, as long as they follow the **same format** as the NJDHSS form. Your format must be approved by NJDHSS before you start to use them. Send sample pages with sample data for approval to:

Right to Know Program
Attn: Survey Project
New Jersey Department of Health and Senior Services
P.O. Box 368
Trenton, NJ 08625-0368

If you already have an approval number, you do not need to resubmit the chemical inventory pages for approval. However, you must change the heading of the chemical inventory pages to state "2008 Right to Know Survey."

Q: Will NJDHSS accept a partially completed Right To Know Survey?

A: No. Incomplete or incorrect surveys will not be logged in as received. They will be returned to you for completion or correction with no extension of the submission deadline. Be sure that you read the directions, submit all pages, and complete **all** entries correctly.

Q: Who should sign the survey?

A: A public official who is responsible for the facility and who can be contacted to verify and/or clarify information reported on the survey form. The public official must sign and date the form. A consultant's signature is not acceptable.

FACILITY REPORTING QUESTIONS

Q: What is considered a “facility”?

A: A “facility” means a building or buildings and its surrounding property at a single location. A facility includes a building where employees are periodically assigned.

Q: What is the NJEIN number and why is it important?

A: NJEIN stands for “New Jersey Employer Identification Number.” Each employer was assigned an eight digit number by the New Jersey Department of Labor (e.g., 43678800). NJDHSS then assigned three more digits to this number to specifically identify each facility reported by the employer (e.g., 43678800000, 001, 002). This is the number by which NJDHSS tracks the receipt of your survey. This facility number is found on the survey cover sheet above the mailing address. The correct NJEIN must be entered on each page of your survey or your survey cannot be processed. For new authorities and other public employers the NJEIN will be based on your Federal Employer Identification Number (e.g., 22123456).

Q: What are the SIC and NAICS codes and why are they important?

A: The four-digit SIC code stands for “Standard Industrial Classification” and was assigned by the New Jersey Department of Labor and Workforce Development to identify an employer’s primary activity. For example, all municipalities have a SIC code of 9131 and all schools (K-12) have a SIC code of 8211. This number assists NJDHSS in tracking the receipt of your survey. This number is found on the survey cover sheet above the mailing address. The SIC code must be entered on each page of the survey. SIC codes have recently been replaced by North American Industry Classification System (NAICS) codes, a six-digit code. Both codes are listed on the 2008 Right to Know Survey cover sheet so you can see the equivalent SIC-NAICS codes.

Q: Must I complete a survey for a building that we no longer use and is empty?

A: Yes, as long as the public employer owns the building. The obligation to complete a survey ends when the building is sold or demolished. You must let NJDHSS know when this occurs.

Q: I received a separate survey for each department located in one building. Can I combine the departments’ reporting into one survey?

A: Yes, **but be sure** to notify NJDHSS that this is being done. You must provide the NJEIN, employer name and department name for each survey that you eliminate **and** stipulate which NJEIN will now cover the reporting for the entire building. This can also be done to combine buildings which meet the above definition of a “facility.”

If you combine surveys, you should continue to complete separate chemical inventories by departments or buildings. If this method is used, list the products alphabetically on separate inventory pages for each department (or building) and state the department (or building name) as well as the facility name in the space requesting “Facility Name” (e.g., “Town Hall-Police Department” or “Town Hall-Maintenance Department”). All inventory pages should then be attached to one cover page using one NJEIN.

Q: Must I fill out this survey even if I have no hazardous chemicals present at my facility?

A: Yes. A survey must be submitted for all facilities that belong to an employer regardless of the presence of products with hazardous ingredients. If there are no hazardous substances at a facility, you still must complete the cover page of the survey. Return the original survey to the NJDHSS, RTK Program and send copies to all appropriate agencies.

Q: Must I fill out a survey if the facility no longer belongs to my employer?

A: No. If you have received a survey for the facility you must advise NJDHSS in writing that you are no longer responsible for this facility. Be sure to list its NJEIN in your notification. To ensure that NJDHSS is given the correct information, include a copy of the Survey cover sheet sent for the facility with your notification.

Q: My school district has three schools at different locations. Can I submit one survey for all three schools?

A: No. One survey must be submitted for each school since they are at different locations. Call NJDHSS to request additional forms, if necessary.

Q: My facility includes separate buildings. How should I report?

A: A facility can include several buildings at the same location. The most useful and effective method for reporting is to complete one survey cover page for the entire facility, and to list the products containing hazardous chemicals alphabetically on separate inventory pages for each building. Indicate which building the inventory page represents in the space requesting "Facility Name" (e.g., Municipal Complex-Department of Public Works).

Q: Our agency leases and occupies a portion of a building. Must we submit a Right to Know Survey or is the landlord responsible for filing the Right to Know Survey?

A: It is your responsibility to submit a Right to Know Survey for the portion of the building that you lease. You must also complete Check Box "K" on the cover page of the Survey and report what other agencies or organizations occupy the rest of the building.

Q: Must surveys be submitted for pumping stations, lift stations, well houses, and other unstaffed worksites at geographically remote locations?

A: Yes, if there are buildings present. Separate surveys must be submitted for each location. Be sure to report any fuel used to power the equipment.

Q: If a subcontractor is doing work at my facility and leaves chemical products on the premises, do I list the hazardous chemicals found in their products on my survey?

A: Yes, you must list them on your survey if they are present when you are completing your survey.

Q: If there is more than one public employer that occupies space in a facility, who completes the survey?

A: Each public employer completes a survey for the portion of the facility that they occupy.

Q: Who is responsible for filing surveys for volunteer fire department and emergency squad facilities?

A: If the building is owned by the municipality or a fire district, they are responsible for filing the survey. If the volunteers own the building, no survey is required.

Q. We have a Research and Development (R&D) laboratory which was approved by NJDHSS and NJDEP to receive an exemption as defined by law. Must a survey be submitted for the chemicals found in this laboratory?

A. No survey is required for approved R&D laboratories. If you wish to apply for a R&D laboratory exemption, call the Right to Know Program for instruction at (609) 984-2202.

CHEMICAL INVENTORY REPORTING QUESTIONS

Q: If a chemical has a Chemical Abstracts Service (CAS) number, does that mean it is hazardous?

A: No. A CAS number is a unique identifier assigned to specific chemical substances, regardless of hazard, just as each person is assigned his or her own social security number. For example, "water" is assigned the CAS number of "7732-18-5."

Q: I have a Material Safety Data Sheet (MSDS) that lists a hazardous chemical which is not listed on the Right to Know Hazardous Substance List. How do I find out whether it is listed under a different name (synonym) on the Right to Know Hazardous Substance List?

A: Obtain the CAS number from the MSDS or from the product's manufacturer if it is not on the MSDS or label. Then search the Right to Know Hazardous Substance list by CAS Number on the RTK website www.nj.gov/health/rtkweb. If found, you should report this chemical under the name found on the list next to the CAS number.

Q: I have over 100 gallons of a product containing a hazardous substance in a storage room. The same product is also found in smaller amounts in several places in the facility. Which inventory page do I use?

A. Both. You should report the product twice. The product present in the storage room should be reported on the "Large Quantities at Single Locations" page with its exact location in the facility. For this same product found in smaller amounts, list it on the "Small Quantities" page and list each location or state "facility-wide" in the Location column.

Q: How do I report?

A:

Diesel Fuel – "Diesel Fuel"	Substance No. 2444	DOT #1202
Heating Oil	Substance No. 2444	DOT #1202
Motor Oil – "Motor Oil"	Substance No. 2651	DOT #1270
Transmission Fluid – "Mineral Oil" (Highly Defined)	Substance No. 1437	-----

Q: Should I report the hazardous chemicals found in copy machine toners and developers?

A: No. You do not have to report the hazardous chemicals in copy machine toners and developers if there is no foreseeable potential physical contact between employees and the chemical (e.g., **self-contained hard plastic cartridges**).

Q: Is there an efficient way that paints can be reported?

A: Yes. For paints only, you may group them together as “water-based paints” and “oil-based paints.” Use these categories as the “PRODUCT NAME” on the inventory page. Then list all the hazardous ingredients found in these product categories. See the **example** shown in the directions for completing the Small Quantity Inventory Page.

Q: Must I report products which are sold over-the-counter to consumers, such as bleach, disinfectants, paints, and antifreeze?

A: Yes. You must report the hazardous chemicals in these products, regardless of container size, if an employee’s use and exposure to the product is significantly greater than the exposure received by a consumer **during home usage**.

Q: Should I report the hazardous chemicals in the small bottles of liquid correction fluid such as White Out and Liquid Paper?

A: No.

Q: Should I report an ingredient that only gives a New Jersey Trade Secret Registry Number (e.g., TSRN 73018100000-5003)?

A: Yes, if you can determine that the ingredient is hazardous from any warning statements on the label or from the MSDS. Enter the number as the ingredient of the product.

Q: Is there a container size threshold below which containers do not have to be labeled?

A: No.

Q: Does this threshold apply to survey reporting requirements?

A: No.

Q: What do I not have to report on my Right to Know Survey?

A:

- Any solid article (a manufactured item formed to its final shape or design) which is not used in a manner which changes its physical form, and which does not pose any acute or chronic health hazard to employees or emergency responders who are exposed to it.
- Consumer products if they are not used more frequently than a consumer would use them at home.
- Any fuel in a motor vehicle.
- Products which are the personal property and are for the personal use of an employee.
- Biological organisms, tobacco products, wood products, and foods, drugs, or cosmetics intended for personal consumption by employees.

- Substances which are an integral part of a facility structure or furnishings.
- Materials kept in an evidence locker or room by a law enforcement agency.
- TNT, Ammunition, Blasting Agents, Smoke Bombs, Explosives and Tear Gas.

RIGHT TO KNOW ENFORCEMENT

The New Jersey Department of Health and Senior Services, Right to Know Program, conducts inspections of workplaces to determine compliance with the Worker and Community Right to Know Act rules (N.J.A.C. 8:59).

Compliance inspections of public employers include: verifying the accuracy of the information reported on the Right to Know Survey and Survey Updates, ensuring that chemical containers are labeled in accordance with the Right to Know rules (N.J.A.C.8:59-5), ensuring that the employer has a complete Right to Know Central File (N.J.A.C.8:59-7) and ensuring that there is a Right to Know Poster (N.J.A.C.8:59-6) in each facility.

Penalties may be imposed for those facilities that are out of compliance.

Visit the Right to Know Program's website at www.nj.gov/health/rtkweb to learn more about the Right to Know Act rules or call the Right to Know Infoline at (609) 984-2202 and speak to one of our representatives about the RTK Act's requirements for your facility.

<p style="text-align: center;">REFERENCE SOURCES ABOUT HAZARDOUS CHEMICALS, SYNONYMS AND CAS NUMBERS</p>

Chemical Abstract Service	P.O. Box 3012 Columbus, Ohio 43210 Email: www.cas.org	(800) 848-6538
The Merck Index	Merck and Co., Inc. One Merck Drive P. O. Box 100 Whitehouse Station, N.J. 08889 www.merck.com	(908) 423-1000
Hawley's Condensed Chemical Dictionary	John Wiley and Sons Ltd. 111 River Street Hoboken, NJ 07030-5774 www.wiley.com	(201) 748-6000
Registry of Toxic Effects Of Chemical Substances (RTECS)	www.cdc.gov/NIOSH.rtecs.html	(800) 356-9674
National Library of Medicine Medline, Toxnet	8600 Rockville Pike Bethesda, MD 20894 www.nlm.nih.gov	(888) 346-3656
Hazardous Substance Data Base (HSDB)	2 Democracy Plaza, Suite 510 6707 Democracy Blvd., MSC-5467 Bethesda, MD 20892-5467 http://toxnet.nlm.nih.gov	(888) 346-3656
NIOSH Pocket Guide to Chemical Hazards	Superintendent of Documents U.S. Government Printing Office P.O. Box 371954 Pittsburgh, PA 15250-7954 www.cdc.gov/niosh/npg	(800) 356-4674
Chemical Information Systems	U.S. Dept. of Health & Human Services 200 Independence Ave. SW Washington, DC 20201 www.hhs.gov	(202) 619-0257
American Conference of Governmental Industrial Hygienists (ACGIH)	ACGIH 1330 Kemper Meadow Drive Cincinnati, Ohio 45240 www.acgih.org	(513) 742-2020
National Institutes of Health- Household Products Database	http://householdproducts.nlm.nih.gov	



New Jersey Department of Health and Senior Services
WORKER AND COMMUNITY RIGHT TO KNOW ACT
2008 RIGHT TO KNOW SURVEY

(Meets requirements of the Workplace Survey)
Please type or print form.

NJEIN	SIC/NAICS	Co/Mun	Due Date	(A) Facility Location
43811100002	9131/921140	2202	7/15/09	4 Puddle Road Anytown
Anytown Borough – Dept. of Public Works ATTN: Administrator 123 Main Street Anytown, NJ 12345-4002				
(Mailing Address)				
(B) Is any substance or material listed on the Right to Know Hazardous Substance List present at this facility? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If you check "NO," complete the remainder of this page and send copies to the agencies listed on the back. If you check "YES," complete the remainder of this page and attach inventory sheets. Return original to NJDHSS.				(C) Number of employees at facility: <u>15</u> Number of employees exposed or potentially exposed to hazardous chemicals at facility: <u>13</u>
(D) Briefly describe the nature of the operations conducted at this facility. Vehicle Maintenance and Warehousing of Supplies				(E) Are you submitting the form "Products with Unknown Ingredients"? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
				(F) Employer's e-mail address (If none, indicate "N/A"): _____
(G) CERTIFICATION OF RESPONSIBLE OFFICIAL I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments, and that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate and complete. Name (Print) <u>Janet M. Wisniewski</u> Signature <u>Janet M. Wisniewski</u> Title <u>Town Manager</u> Date <u>May 2, 2009</u> Telephone No. <u>(201) 555-1000</u>				
(H) POLICE AND FIRE DEPARTMENT Enter the respective phone numbers, names and addresses (including Zip Code) of your local fire and police departments. (Do NOT list 911 as the phone number.)				
POLICE DEPT. Telephone No. <u>(201)555-9000</u> Police Dept. Name <u>Anytown Police Department</u> Address <u>127 Bullet Rd., Anytown, NJ 12345</u>		FIRE DEPT. Telephone No. <u>(201)555-0000</u> Fire Dept. Name <u>Anytown Fire Department</u> Address <u>38 Hose Lane, Anytown, NJ 12345</u>		
(I) UNION REPRESENTATIVE (If none, indicate "N/A") Name of Union Rep. (Print) <u>John A. Jones</u> Name of Union & Local Number <u>HWA 105</u> Address <u>99 Cord Lane, Anytown, NJ 12345</u> Telephone Number <u>(201) 555-3000</u>				
(J) FACILITY EMERGENCY CONTACT Name <u>Al B. Paving</u> Telephone Number <u>(201) 555-1288</u>				
(K) PART OF FACILITY COVERED (Check box if applicable) <input checked="" type="checkbox"/> This survey only covers part of the facility. The rest of the facility is occupied by (specify name of employer) <u>Anytown Board of Education</u>				
NOTE: You are required to send a copy of this survey to your County Lead Agency, local health department, local fire and police departments, and Local Emergency Planning Committee. You must keep a copy of the survey in your Right to Know Central File and make it available to your employees.				Return signed original to: RTK SURVEY NJDHSS PO BOX 368 TRENTON, NJ 08625-0368

WHERE TO SEND THE SURVEY

- ___ Make at least six (6) copies of the completed Right to Know Survey.
- ___ Send the signed original to:
- RTK Survey
NJDHSS
PO Box 368
Trenton, NJ 08625-0368
- ___ Keep a copy of your 2008 Right to Know Survey at your facility, in your Right to Know Central File.
- ___ Send a copy of your Right to Know Survey to the following agencies:
- ___ your local fire department,
- ___ your local police department,
- ___ your designated County Lead Agency,
- ___ your Local Emergency Planning Committee (c/o your Town Hall),
- ___ your Local Health Department (not the Board of Health).

HAZARDOUS CHEMICAL INVENTORY CODES

COLUMN 5

New Codes Added (2006)

	<i>CONTAINER CODES</i>
TA	Above ground tank
TB	Below ground tank
TI	Tank inside building
DS	Steel drum
DP	Plastic drum
DF	Fiber drum
CN	Can
CB	Carboy
SI	Silo
BA	Bag
BX	Box
CY	Cylinder
BG	Bottles or jugs (glass)
BP	Bottles or jugs (plastic)
BN	Tote bin
TW	Tank wagon
RC	Railcar
BT	Battery
HV	HVAC
EE	Electrical Equipment
OT	Other (describe)

COLUMN 6

MIXTURE CODES

61	Unknown
60	100%
59	90 to 99%
58	80 to 89%
57	70 to 79%
56	60 to 69%
55	50 to 59%
54	25 to 49%
53	10 to 24%
52	1 to 9%
51	0.1 to 0.9%

COLUMN 7

Revised (2005)

	<i>INVENTORY RANGE CODES</i>
20	10 Million or Greater
19	1,000,000 to 9,999,999
18	500,000 to 999,999
17	100,000 to 499,999
16	25,000 to 99,999
15	10,000 to 24,999
14	1,000 to 9,999
13	500 to 999
12	100 to 499
11	10 to 99
10	1 to 9
09	Less than 1

COLUMN 8

UNITS OF MEASURE

C = Cubic feet for gases
P = Pounds for solids
G = Gallons for liquids

COLUMN 9

Enter the estimated number of exposed or potentially exposed employees.

COLUMN 10

SPECIAL HEALTH HAZARD CODES (See RTK Hazardous Substance List - SHH Column)

CA	Carcinogen
MU	Mutagen
TE	Teratogen
CO	Corrosive
F4	Flammable - Fourth Degree
F3	Flammable - Third Degree
R4	Reactive - Fourth Degree
R3	Reactive - Third Degree
R2	Reactive - Second Degree

SURVEY COVER PAGE INSTRUCTIONS

MAILING ADDRESS BOX

Review the information in the mailing address box. If you wish to correct or change your mailing address, make the changes directly on the survey cover form. Do not alter the top row of identifying numbers. Your completed survey must be returned to NJDHSS by July 15, 2009. **THE DEADLINE IS SET BY STATUTE AND CAN NOT BE EXTENDED.**

	NJEIN	SIC/NAICS	COUNTY/ MUNICIPALITY	SURVEY DUE DATE	
	43811100002	9131/921140	2202	7/15/09	Survey Due Date ←
Addressee Change →	ANYTOWN BOROUGH – DEPT. OF PUBLIC WORKS				
	ATTN: ADMINISTRATOR J. DINGER				
Mailing Address Change →	123 MAIN STREET 125 MAIN STREET				
	ANYTOWN, NJ 12345-4002				
	Indicate changes to mailing address on label				

SECTION A – FACILITY LOCATION

Review the information in the pre-printed facility location box.

The address in this box must indicate the actual physical location of your facility. (A post office box is NOT a physical location) If the address does not indicate the exact location, make any changes directly on the form.

SECTION B – DETERMINATION OF HAZARDOUS SUBSTANCES AT THE FACILITY

An inventory of all chemical products and substances used, produced, or stored at your facility must be made. (The instructions beginning on page 18 explain how to perform the inventory)

If a chemical substance on your inventory appears on the Right to Know Hazardous Substance List, check the box marked "YES."

If your inventory DOES NOT contain any chemicals that are listed on the Right to Know Hazardous Substance List, check the box marked "NO," complete Sections (C) through (K), and submit the survey.

SECTION C – NUMBER OF EMPLOYEES

Enter the total number of employees present at your facility. Include full-time, part-time, hourly, salaried, seasonal employees, and volunteers such as firefighters. If you are reporting for a school, do not include the number of students present.

Then enter the number of these employees who are exposed or potentially exposed to hazardous chemicals during the course of their work.

“EXPOSED” means that an employee comes in contact with a hazardous chemical on the Right to Know Hazardous Substance List in the course of employment through **any** route of entry (inhalation, ingestion or skin contact).

“POTENTIAL EXPOSURE” means that an employee may come into contact with a hazardous chemical as the result of a **foreseeable** emergency.

SECTION D – NATURE OF OPERATIONS

Provide a brief description of the nature of activities/operations normally conducted at your facility. For example, state “elementary school,” “college,” “water treatment,” “administrative.”

SECTION E – SUBMISSION OF THE FORM “PRODUCTS WITH UNKNOWN INGREDIENTS”

Check the “YES” box if this form is being submitted.

Check the “NO” box if this form is not being submitted.

SECTION F – EMPLOYER’S EMAIL ADDRESS

Enter your employer’s official email address. Do not enter your personal email address with a private internet provider (e.g., aol, earthlink, yahoo). If there is no official employer email address, write “N/A.”

SECTION G – CERTIFICATION OF RESPONSIBLE OFFICIAL

Print the name, title, and telephone number of the public official authorized to certify, on behalf of the employer, that all submitted information is true, accurate and complete. **The certification must be signed and dated by the responsible official. Consultants cannot sign for the responsible official.**

SECTION H – POLICE AND FIRE DEPARTMENTS

Enter the names, telephone numbers, and addresses of the local police and fire departments that would be **first responders** in the event of an emergency at this facility. Do not enter emergency telephone numbers like 911 in this section. If you do not know who would respond, call your municipal building for this information.

SECTION I – UNION REPRESENTATIVE

Enter the name, address, and telephone number of the person designated by a labor union to represent employees at your facility. Indicate the name and local number of the union. Attach a second sheet with this information if more than one union is represented at your facility. If employees at your facility are not unionized, enter “N/A” in this section. **DO NOT** leave this section blank.

SECTION J – FACILITY EMERGENCY CONTACT

In case of an emergency at the facility such as a fire, explosion or spill, enter the name and telephone number of the person assigned to be contacted by emergency responders during and after regular working hours.

SECTION K – PART OF FACILITY COVERED

Check this box if you only occupy part of the building where you work. List the name(s) of the other employer(s) that shares the building with your employer.

Check this box if your employer owns the building and rents out part or all of it to another employer or organization. List the name of the other employer or organization that rents the building.

ADMINISTRATIVE MATTERS

Right to Know Central File

Place a copy of your 2008 Right to Know Survey in you **Right to Know Central File**.

Computerized Inventory Sheets

If you have approval to submit your survey in a computerized format, make sure that the NAICS code appears on every sheet along with the NJEIN, SIC code, and employer and facility names. Make sure that your approval number appears in the bottom right-hand corner of every page of the **computerized inventory sheets**.

Download Inventory Forms from Website

You can access the Right to Know Program's website for copies of the inventory forms. You can **download the inventory forms** and enter and save information onto the forms. These forms are available in a multi-page format. The Right to Know Program's website address is www.nj.gov/health/rtkweb

Questions

If you have **questions** about how to complete the survey, please contact the Right to Know Program at (609) 984-2202 or e-mail us at rtk@doh.state.nj.us.

Hazardous Substance Fact Sheets

You can **download** new and revised English and Spanish **Hazardous Substance Fact Sheets (HSFS)** from the Right to Know Program's Website at www.state.nj.gov/health/rtkweb/rtkhsfs.htm. Use your completed 2008 Right to Know Survey to identify which Hazardous Substance Fact Sheets you need for your facility's RTK Central File. There are four search features available. After completing your survey it would be easiest to search for HSFS by their RTK Substance Number. The RTK Substance Number for the hazardous chemicals you reported are located in Column 1 of your inventory pages.

HAZARDOUS CHEMICAL INVENTORY CODES

The back of the RTK Survey coversheet (see page 14) lists the chemical inventory codes that are used in columns 5, 6, 7, 8 and 10 on the survey's chemical inventory pages. See "Chemical Inventory Form Instructions" (beginning on page 18) for information on how to select the appropriate codes.

This page containing the codes **MUST** be included with your completed survey that you are sending to the appropriate agencies. It explains the codes that are used on the Chemical Inventory pages.

CHEMICAL INVENTORY FORM INSTRUCTIONS

PREPARATORY ACTIVITIES

Please note the following:

EXEMPTIONS FROM REPORTING

You do not need to report the following items:

- “Articles” which are in a solid form and do not pose a health hazard*
- “Consumer Products” if exposure to the public employee is comparable to the average consumer’s exposure to the product. To make this determination, consider the product’s duration and frequency of use.
- Personal property of employees.
- Any hazardous chemical on the Right to Know Hazardous Substance List present at less than 1% of a mixture. (This does not apply if it is present in an aggregate amount of 500 pounds or more.)
- Any carcinogen, mutagen or teratogen (special health hazards) on the Right to Know Hazardous Substance List present at less than 0.1% of a mixture.
- See N.J.A.C. 8:59-1.3 definition of “Hazardous Substance” for additional exemptions.

Step 1 **Compile a list of all chemical products in containers** that are present at your facility.** You should obtain the information required on the survey in columns (2) through (11) at this time.

* Article - A manufactured item that is formed to a specific shape or design during manufacture, has end use function(s) dependent in whole or in part upon its shape or design during end use, and does not release, or otherwise result in exposure to, a hazardous chemical under normal conditions of use (e.g., a paperweight).

** Container - A receptacle used to hold a liquid, solid, or gaseous substance, including, but not limited to, bottles, pipelines, bags, barrels, boxes, cans, cylinders, drums, cartons, vessels, vats, and stationary or mobile storage tanks. This does not include process containers or buildings (unless the building “is” the container, such as a salt shed.)

- Step 2** Compile a list of each product's chemical ingredients from the product Material Safety Data Sheets* (MSDSs), container labels, and, if necessary, information from contacts with the manufacturer.

If the chemical ingredients cannot be obtained from MSDSs and labels, you must make a **good faith effort** to determine this information. If you cannot obtain this information after contacting the manufacturer or supplier at least twice, complete the form entitled "**Products with Unknown Ingredients.**" Keep written documentation of your good faith effort in your files.

- Step 3** Compare your chemical ingredient list with the Right to Know Hazardous Substance List. If a chemical ingredient appears on the Right to Know Hazardous Substance List, the product name and chemical ingredient name must be reported on the Right to Know Survey Update.

RIGHT TO KNOW HAZARDOUS SUBSTANCE LIST

These instructions do not contain the Right to Know Hazardous Substance List (RTKHSL). For completion of the Right to Know Survey Update inventory sheets, you must use the Right to Know Hazardous Substance List which was mailed with your 2007 Right to Know Survey Update and you should have in your facility's Right to Know Central File. The RTKHSL is also available on the RTK website www.nj.gov/health/rtkweb.

See if the **specific chemical name and CAS number** are listed on the Right to Know Hazardous Substance List. If they are, this is the hazardous chemical name to be entered on the survey. If you can't find the name but have the CAS number of the chemical, look up the CAS number in the RTKHSL listed numerically on the RTK Program website or by using the CAS Number search feature.

SELECTION OF THE INVENTORY PAGE

After you have compiled your list of products and their hazardous chemical ingredients, select and complete the appropriate chemical inventory pages based on the quantity of the product. You must choose between the inventory pages covering "Large Quantities at Single Locations" and "Small Quantities."

MAKE SUFFICIENT BLANK COPIES OF THE CHEMICAL INVENTORY PAGES OF THE SURVEY BEFORE YOU ENTER YOUR HAZARDOUS CHEMICAL INVENTORY.

* Material Safety Data Sheets (MSDSs) - Standardized forms prepared by manufacturers or suppliers which list basic information about a product including the chemical names of ingredients, health hazards, the product's physical properties, and special precautions to follow in handling the product.

2008 RIGHT TO KNOW SURVEY
CHEMICAL INVENTORY FOR LARGE QUANTITIES AT SINGLE LOCATIONS
 (USING INVENTORY RANGE CODES 12 THROUGH 20 FOR PRODUCTS PRESENT
 IN QUANTITIES GREATER THAN 99 POUNDS, GALLONS OR CUBIC FEET)
 (PHOTOCOPY THIS SHEET IF YOU NEED ADDITIONAL FORMS)

NJ/EIN		4 3 8 1 1 1 0 0 0 0 2										ENTER CODES (See Page 2 of Survey for Codes)										EXACT LOCATION OF PRODUCT ON SITE (Mandatory)	
SIC		9 1 3 1 9 2 1 1 4 0																					
EMPLOYER NAME		Anytown Borough																					
FACILITY NAME		Department of Public Works																					
(1) SUBSTANCE NUMBER	(2) HAZARDOUS CHEMICAL NAME	(3) CAS NUMBER	(4) DOT NUMBER	(5) CONTAINER	(6) MIXTURE	(7) INVENTORY	(8) UNIT	(9) NUMBER OF EMPLOYEES EXPOSED OR POTENTIALLY EXPOSED	(10) SPECIAL HEALTH HAZARD CODES														
1076	Al's Pine Disinfectant	67-63-0	1219	DS	52	12	G	12		Storage building behind motor vehicle garage													
2684	Pine Oil	8002-09-3	1272		56																		
	PRODUCT NAME:																						
0103	Easy Glass Cleaner	1336-21-6	2672	CN	52	12	G	12		Storage building behind motor vehicle garage													
0275	Ammonium Hydroxide	111-76-2	2369		52				CO														
1040	2- Butoxy Ethanol	75-28-5	1969		52				F4														
1076	Isobutane	67-63-0	1219		52				F3														
	PRODUCT NAME:																						
2444	Heating Oil		1993	TB	60	14	G	0		Below ground, east side of DPW Office													
	Fuel Oil																						
	PRODUCT NAME:																						
0325	Lawn's Lime			BA		12	P	2		Storage room, North West Side of building													
	Calcium Oxide	1305-78-8	1910		60																		

CHEMICAL INVENTORY FOR LARGE QUANTITIES AT SINGLE LOCATIONS

Select this page for reporting products whose total quantities exceed 99 pounds, gallons or cubic feet at a single location within your facility.

- All reported products on the Large Quantity inventory page must have inventory range codes of 12 and above.
- This separate listing of large quantities is intended to assist emergency responders in recognizing what and where the greatest potential hazards may be at your facility.
- Report ***all products*** with their hazardous chemical ingredients that are present in Large Quantities at a single location at your facility.
- **Generally, large quantities of individual products are found in warehouses, storerooms, tanks, drums or cylinders, including underground storage tanks.**
- An entry ***must*** be made in Column (11) - "Exact location of product on site," for Large Quantities.
- The Large Quantities inventory page(s) should be placed right after the survey cover sheet so that it can be quickly reviewed by emergency responders.
- You can download inventory forms from the Right to Know Program's website at www.nj.gov/health/rtkweb Once downloaded, you can enter your information, save, and print the completed form.

2008 RIGHT TO KNOW SURVEY
CHEMICAL INVENTORY FOR SMALL QUANTITIES

(USING INVENTORY RANGE CODES 09-11 FOR PRODUCTS IN QUANTITIES LESS THAN 100 POUNDS, GALLONS, OR CUBIC FEET)
 (PHOTOCOPY THIS SHEET IF YOU NEED ADDITIONAL FORMS)

NJEN		4 3 8 1 1 1 0 0 0 0 2										ENTER CODES (See Page 2 of Survey for Codes)					EXACT LOCATION OF PRODUCT ON SITE (Optional)	
SIC		9 1 3 1										9 2 1 1 4 0						
EMPLOYER NAME		Anytown Borough																
FACILITY NAME		Department of Public Works																
(1) SUBSTANCE NUMBER	(2) HAZARDOUS CHEMICAL NAME	(3) CAS NUMBER	(4) DOT NUMBER	(5) CONTAINER	(6) MIXTURE	(7) INVENTORY	(8) UNIT	(9) NUMBER OF EMPLOYEES EXPOSED OR POTENTIALLY EXPOSED	(10) SPECIAL HEALTH HAZARD CODES	(11) EXACT LOCATION OF PRODUCT ON SITE (Optional)								
	PRODUCT NAME: Easy Floor Stripper			BP		10	G	1										
0275	2- Butoxy Ethanol	111-76-2	2369		52					Room 101								
0835	Ethanolamine	141-43-5	2491		53													
1076	Isopropyl Alcohol	67-63-0	1219		53													
1571	Potassium Hydroxide	1310-58-3	1813		52													
	PRODUCT NAME: Oil- Based Paints			CN		11	G	6		Facility-Wide								
0273	Butane-Some Paints	106-82-0	1011		61													
0437	Chromic Trioxide-Some Paints	1333-82-0	1463		61													
0851	Ethyl Benzene- Some Paints	100-41-4	1175		61													
1258	Methyl Ethyl Ketone-Some Paints	78-93-3	1193		61													
	PRODUCT NAME: Continued																	
1594	Propane-Some Paints	74-98-6	1978		61				F4									
1866	Toluene-Some Paints	108-88-3	1294		61				F3									
	PRODUCT NAME: Super Spray Adhesive			CN		09	G	10		Garage								
0006	Acetone	67-64-1	1090		54													
1255	Methylene Chloride	75-09-2	1593		52				CA									
1268	Methyl Isobutyl Ketone	108-10-1	1245		52				F3									
1594	Propane	74-98-6	1978		53				F4									

Select this page for reporting all products whose quantities are less than 100 pounds, gallons or cubic feet.

- Most reporting will be done on this page.
- Inventory Range Codes of (11) and lower should be used on the Small Quantities page.
- An entry for Column (11) - "Location" is optional. See the instructions for this entry for further direction.
- Do not attach Material Safety Data Sheets to the inventory pages.

If you have many products which consist of only one hazardous chemical ingredient (such as in a laboratory), you may use the chemical inventory page which is limited to one ingredient per product. You can obtain a copy of this form from the Right to Know Program's website at www.nj.gov/health/rtkweb

SINGLE HAZARDOUS CHEMICAL INGREDIENT FORM
--

0325	PRODUCT NAME: Lime Water
	<input type="checkbox"/> * Lime – see Calcium Oxide
0006	PRODUCT NAME: Acetone
	<input checked="" type="checkbox"/> *

Check ☒ If Ingredient is the same as Product Name

EXAMPLES

In a vocational high school, there are two 55 gallon drums of antifreeze containing ethylene glycol. They are present at different locations in the school: one is in the auto mechanics classroom garage and the other is in the bus transportation maintenance garage. Even though the total quantity of the antifreeze is 110 gallons, each location has less than 100 gallons, and the antifreeze would be reported on the Small Quantities page twice. In this situation, you must list the exact location of the product on-site for each location.

2008 RIGHT TO KNOW SURVEY UPDATE
CHEMICAL INVENTORY FOR SMALL QUANTITIES
 (USING INVENTORY RANGE CODES 09-11 FOR PRODUCTS IN QUANTITIES LESS THAN 100 POUNDS, GALLONS, OR CUBIC FEET)
 (PHOTOCOPY THIS SHEET IF YOU NEED ADDITIONAL FORMS)

NJEIN 4 9 9 9 9 9 0 0 0 0 6				ENTER CODES (See Page 2 of Survey for Codes)						EXACT LOCATION OF PRODUCT ON SITE (Optional)
SIC 8 2 1 1		NAICS 6 1 1 1 1 0		CONTAINER	MIXTURE	INVENTORY	UNIT	NUMBER OF EMPLOYEES EXPOSED OR POTENTIALLY EXPOSED	SPECIAL HEALTH HAZARD CODES	
EMPLOYER NAME Anytown Board of Education FACILITY NAME Vocational School										(5)
(1) SUBSTANCE NUMBER	(2) HAZARDOUS CHEMICAL NAME	(3) CAS NUMBER	(4) DOT NUMBER							
	PRODUCT NAME: Serious Antifreeze			DS		11	G	1		
0878	Ethylene Glycol	107-21-1	3082		59					Auto mechanics classroom
	PRODUCT NAME: Serious Antifreeze			DS		11	G	1		
0878	Ethylene Glycol	107-21-1	3082		59					Bus garage

In a vocational high school, the product Thinit Lacquer Thinner, containing three ingredients found on the Right to Know Hazardous Substance List, is present in the Wood Shop classroom (3 one-gallon cans) and in the Building Maintenance supply room (4 one-gallon cans). There is a total quantity of 7 gallons. You can report the total quantity if it is less than 100 gallons. For this quantity, you would use the Inventory Range Code of "10." Report this product on the Small Quantities page.

2008 RIGHT TO KNOW SURVEY UPDATE
CHEMICAL INVENTORY FOR SMALL QUANTITIES
 (USING INVENTORY RANGE CODES 09-11 FOR PRODUCTS IN QUANTITIES LESS THAN 100 POUNDS, GALLONS, OR CUBIC FEET)
 (PHOTOCOPY THIS SHEET IF YOU NEED ADDITIONAL FORMS)

NJEIN 4 9 9 9 9 9 0 0 0 0 6				ENTER CODES (See Page 2 of Survey for Codes)						EXACT LOCATION OF PRODUCT ON SITE (Optional)
SIC 8 2 1 1		NAICS 6 1 1 1 1 0		CONTAINER	MIXTURE	INVENTORY	UNIT	NUMBER OF EMPLOYEES EXPOSED OR POTENTIALLY EXPOSED	SPECIAL HEALTH HAZARD CODES	
EMPLOYER NAME Anytown Board of Education FACILITY NAME Vocational School										(5)
(1) SUBSTANCE NUMBER	(2) HAZARDOUS CHEMICAL NAME	(3) CAS NUMBER	(4) DOT NUMBER							
	PRODUCT NAME: Thinit Lacquer Thinner			CN		10	G	10		
1076	Isopropyl Alcohol	67-63-0	1219		53				F3	Wood shop - Room 103 and Maintenance Supply Room 22
1258	Methyl Ethyl Ketone	78-93-3	1193		53				F3	
1866	Toluene	108-88-3	1294		57				TE, F3	

A shipment of 120 gallons of bleach in shipping cartons was delivered to the warehouse located on the High School grounds. Within five days, 50 gallons had been distributed throughout the high school at this facility. Since the bleach was present in the warehouse for such a short amount of time, you don't have to list it on the Large Quantities page, but you should report the bleach on the Small Quantities page twice, once for the warehouse and once for the entire high school. In this situation, you must list the exact location of the product on-site for each location.

**2008 RIGHT TO KNOW SURVEY UPDATE
CHEMICAL INVENTORY FOR SMALL QUANTITIES**

(USING INVENTORY RANGE CODES 09-11 FOR PRODUCTS IN QUANTITIES LESS THAN 100 POUNDS, GALLONS, OR CUBIC FEET)
(PHOTOCOPY THIS SHEET IF YOU NEED ADDITIONAL FORMS)

NJEIN 4 9 9 9 9 9 0 0 0 0 6				ENTER CODES (See Page 2 of Survey for Codes)					EXACT LOCATION OF PRODUCT ON SITE (Optional)	
SIC 8 2 1 1		NAICS 6 1 1 1 1 0		CONTAINER	MIXTURE	INVENTORY	UNIT	NUMBER OF EMPLOYEES EXPOSED OR POTENTIALLY EXPOSED		SPECIAL HEALTH HAZARD CODES
EMPLOYER NAME Anytown Board of Education										
FACILITY NAME Willard High School										
(1) SUBSTANCE NUMBER	(2) HAZARDOUS CHEMICAL NAME	(3) CAS NUMBER	(4) DOT NUMBER	(5)	(6)	(7)	(8)	(9)	(10)	(11)
	PRODUCT NAME: Blue Bleach			BP		11	G	5		Warehouse
1707	Sodium Hypochlorite	7681-52-9	1791		52				CO	
	PRODUCT NAME: Blue Bleach			BP		11	G	5		Facility Wide
1707	Sodium Hypochlorite	7681-52-9	1791		52				CO	

COMPLETION OF THE INVENTORY PAGES

ENTER THE REQUESTED INFORMATION IN EACH COLUMN.

IF ANY REQUIRED INFORMATION IS MISSING, INCOMPLETE, INCORRECT OR ILLEGIBLE, YOUR SURVEY WILL NOT BE ACCEPTED BY NJDHSS. THE ENTIRE SURVEY WILL BE RETURNED TO YOU FOR CORRECTION AND MUST BE RESUBMITTED TO ALL APPROPRIATE AGENCIES BY JULY 15, 2009. See "Common Survey Errors" section of this booklet.

TYPE OR LEGIBLY PRINT ALL INFORMATION.

EMPLOYER INFORMATION

Enter your NJEIN, SIC code, NAICS code, and Employer Name and Facility Name on the upper left hand side of each inventory page. You will find this information on the cover page in the mailing address box.

NJEIN 4 9 9 9 9 9 0 0 0 0 6	
SIC 8 2 1 1	NAICS 6 1 1 1 1 0
EMPLOYER NAME Anytown Board of Education	
FACILITY NAME Willard High School	

PRODUCT INFORMATION

Column (2) - PRODUCT NAME

If the product contains a chemical ingredient listed on the Right to Know Hazardous Substance List, enter the name of the product as it appears on the container label and MSDS. If more than one product is being reported, list the product names alphabetically.

This line must always be filled in.

When a product name is entered, you **must** also list its hazardous chemical ingredients.

NJEIN				ENTER CODES (See Page 2 of Survey for Codes)									
4 9 9 9 9 9 0 0 0 0 6				C O N T A I N E R	M I X T U R E	I N V E N T O R Y	U N I T	N U M B E R O F E M - P L O Y E E S E X P O S E D O R P O T E N - T I A L L Y E X P O S E D	S P E C I A L H E A L T H H A Z A R D C O D E S				
SIC		NAICS											
8 2 1 1										6 1 1 1 1 0			
EMPLOYER NAME Anytown Board of Education													
FACILITY NAME Willard High School				(5)	(6)	(7)	(8)	(9)	(10)				
(1) SUBSTANCE NUMBER	(2) HAZARDOUS CHEMICAL NAME	(3) CAS NUMBER	(4) DOT NUMBER										
	PRODUCT NAME: XYZ Cleaner			BP		11	G	7					
1012	Hydrogen Chloride	7647-01-0	1050		53				CO				



Column (5) - CONTAINER (New Codes Added)

Enter the code for the type of container used to hold the product.

If a product is present in more than one container type, a separate entry must be made for each container type.

TA Above ground tank TB Below ground tank TI Tank inside building DS Steel drum DP Plastic drum DF Fiber drum CN Can CB Carboy SI Silo BA Bag BX Box	CY Cylinder BG Bottles or jugs (glass) BP Bottles or jugs (plastic) BN Tote bin TW Tank wagon RC Railcar BT Battery OT Other (describe) HV HVAC EE Electrical Equipment
--	--

				ENTER CODES (See Page 2 of Survey for Codes)							
C O N T A I N E R	M I X T U R E	I N V E N T O R Y	U N I T	N U M B E R O F E M - P L O Y E E S E X P O S E D O R P O T E N - T I A L L Y E X P O S E D	S P E C I A L H E A L T H H A Z A R D C O D E S						
						(5)	(6)	(7)	(8)	(9)	(10)
						BP		11	G	7	
1012	Hydrogen Chloride	7647-01-0	1050		53				CO		



Column (7) - INVENTORY

Enter the code for the inventory range that represents the **maximum quantity** of the product present at the facility at any time during the reporting year. This quantity should be reported in the appropriate unit of measure. (See instructions for Column (8) - Unit of Measure).

20	10 Million or Greater	14	1,000 to 9,999
19	1,000,001 to 9,999,999	13	500 to 999
18	500,000 to 999,999	12	100 to 499
17	100,000 to 499,999	11	10 to 99
16	25,000 to 99,999	10	1 to 9
15	10,000 to 24,999	09	Less than 1

ENTER CODES (See Page 2 of Survey for Codes)					
CONTAINER	MIXTURE	INVENTORY	UNIT	NUMBER OF EMPLOYEES EXPOSED OR POTENTIALLY EXPOSED	SPECIAL HEALTH HAZARD CODES
(5)	(6)	(7)	(8)	(9)	(10)
BP		11	G	7	
	53				CO

(1) SUBSTANCE NUMBER	(2) HAZARDOUS CHEMICAL NAME	(3) CAS NUMBER	(4) DOT NUMBER	(5)	(6)	(7)	(8)	(9)	(10)
	PRODUCT NAME: XYZ Cleaner			BP		11	G	7	
1012	Hydrogen Chloride	7647-01-0	1050		53				CO

Example: There are 10 cases of XYZ Cleaner. Each case holds eight 48-ounce bottles of cleaner.

You need to calculate the number of gallons of cleaner as follows:

$$8 \text{ bottles} \times 48 \text{ ounces/bottle} \times 10 \text{ cases} = 3,840 \text{ ounces}$$

$$3,840 \text{ ounces} \div 128 \text{ ounces/gallon} = 30 \text{ gallons}$$

Enter code "11" since 30 gallons is found in the range between 11 and 99 gallons.

Do not list the number of containers.

Column (8) - UNIT OF MEASURE

Enter the code for the product's appropriate unit of measure. Enter **P**ounds for solids, **G**allons for liquids, or **C**ubic feet for gases.

CONVERSION CHART

COMPRESSED GASES (C)	SOLIDS (P)	LIQUIDS
1 pound (lb) = cubic feet Acetylene 14.76 ft ³ Argon 9.7 ft ³ Carbon Dioxide 8.7 ft ³ Chlorine 5.38 ft ³ Nitrous Oxide 8.74 ft ³ Nitrogen 13.81 ft ³ Oxygen 12.08 ft ³ Propane 8.62 ft ³	16 ounces – 1 pound 343.6 grams = 1 pound	English System 32 ounces = 1 quart 4 quarts = 1 gallon 128 ounces = 1 gallon Metric System 29.5 millimeters = 1 ounce 1 liter = 1.06 quarts 3.795 liters = 1 gallon

Column (9) - NUMBER OF EMPLOYEES EXPOSED OR POTENTIALLY EXPOSED*

Enter the maximum number of employees exposed or potentially exposed to the product being reported.

Example: Seven (7) custodians use or may use XYZ Cleaner.

				ENTER CODES (See Page 2 of Survey for Codes)					
(1) SUBSTANCE NUMBER	(2) HAZARDOUS CHEMICAL NAME	(3) CAS NUMBER	(4) DOT NUMBER	CONTAINER (5)	MIXTURE (6)	INVENTORY (7)	UNIT (8)	NUMBER OF EMPLOYEES EXPOSED OR POTENTIALLY EXPOSED (9)	SPECIAL HEALTH HAZARD CODES (10)
	PRODUCT NAME: XYZ Cleaner			BP		11	G	7	
1012	Hydrogen Chloride	7647-01-0	1050		53				CO

****Exposed**** means that an employee comes in contact with a hazardous chemical on the Right to Know Hazardous Substance List in the course of employment through any route of entry (inhalation, ingestion, or skin contact).

“Potential exposure” means that an employee may come into contact with a hazardous chemical as the result of a foreseeable emergency.

Column (11) – LOCATION

LARGE QUANTITIES PAGE

Enter the exact location where the reported product is found at the facility on the Large Quantities Inventory page of the survey. ***It is mandatory to report the location of the product on this page.*** Be as specific as possible. For example, say “warehouse,” “shed behind garage,” “Room 14,” “motor vehicle repair garage,” etc.

2008 RIGHT TO KNOW SURVEY
CHEMICAL INVENTORY FOR LARGE QUANTITIES AT SINGLE LOCATIONS
 (USING INVENTORY RANGE CODES 12 THROUGH 20 FOR PRODUCTS PRESENT
 IN QUANTITIES GREATER THAN 99 POUNDS, GALLONS OR CUBIC FEET)
 (PHOTOCOPY THIS SHEET IF YOU NEED ADDITIONAL FORMS)

NJEIN 4 3 8 1 1 1 0 0 0 0 2				ENTER CODES (See Page 2 of Survey for Codes)						EXACT LOCATION OF PRODUCT ON SITE (Mandatory)
SIC 9 1 3 1		NAICS 9 2 1 1 4 0		CONTAINER (5)	MIXTURE (6)	INVENTORY (7)	UNIT (8)	NUMBER OF EMPLOYEES EXPOSED OR POTENTIALLY EXPOSED (9)	SPECIAL HEALTH HAZARD CODES (10)	
EMPLOYER NAME Anytown Borough										
FACILITY NAME Department of Public Works - Warehouse										
(1) SUBSTANCE NUMBER	(2) HAZARDOUS CHEMICAL NAME	(3) CAS NUMBER	(4) DOT NUMBER	(5)	(6)	(7)	(8)	(9)	(10)	(11)
	PRODUCT NAME: Slick Floor Degreaser			DP		12	G	5		
0275	2-Butoxy Ethanol	111-76-2	2369		52					
1706	Sodium Hydroxide	1310-73-2	1823		53				CO	Cage room warehouse

SMALL QUANTITIES PAGE

This entry is optional when reporting a product on the Small Quantities Inventory page. If you list the location and the product is present in many rooms throughout the facility, describe it as "facility wide."

2008 RIGHT TO KNOW SURVEY UPDATE
CHEMICAL INVENTORY FOR SMALL QUANTITIES
(USING INVENTORY RANGE CODES 09-11 FOR PRODUCTS IN QUANTITIES LESS THAN 100 POUNDS, GALLONS, OR CUBIC FEET)
 (PHOTOCOPY THIS SHEET IF YOU NEED ADDITIONAL FORMS)

NJ EIN 4 9 9 9 9 0 0 0 0 6				ENTER CODES (See Page 2 of Survey for Codes)						EXACT LOCATION OF PRODUCT ON SITE (Optional)
SIC 8 2 1 1		NAICS 6 1 1 1 1 0		CONTAINER	MIXTURE	INVENTORY	UNIT	NUMBER OF EMPLOYEES EXPOSED OR POTENTIALLY EXPOSED	SPECIAL HEALTH HAZARD CODES	
EMPLOYER NAME Anytown Board of Education										
FACILITY NAME Willard High School										
(1) SUBSTANCE NUMBER	(2) HAZARDOUS CHEMICAL NAME	(3) CAS NUMBER	(4) DOT NUMBER	(5)	(6)	(7)	(8)	(9)	(10)	(11)
	PRODUCT NAME: XYZ Cleaner			BP		11	G	7		
1012	Hydrogen Chloride	7647-01-0	1050		53				CO	
										Facility wide

HAZARDOUS CHEMICAL INGREDIENTS

- The Right to Know Hazardous Substance List must be used to complete the hazardous chemical ingredient columns (1), (2), (3), (4) and (10).
- Do not list non-hazardous ingredients (e.g., water).
- If you cannot find the name of an ingredient on the RTK Hazardous Substance List, look it up by CAS number on the "RTKHSL Sorted by CAS Number" list. You may be dealing with a synonym (which is another name for the ingredient).

Column (1) - SUBSTANCE NUMBER

Enter the Substance Number that is listed on the Right to Know Hazardous Substance List next to the chemical name of the hazardous chemical ingredient of the product.

2007 Right to Know Hazardous Substance List							Page 197	
Substance Number	Common Name Chemical Name	CAS	DOT	SHHC	Sources			
1012	# HYDROGEN CHLORIDE	7647-01-0	1050	CO	1 2 3 4 6 7 8 15	17 18 19 20 22		
	HYDROCHLORIC ACID							

				ENTER CODES (See Page 2 of Survey for Codes)					
(1) SUBSTANCE NUMBER	(2) HAZARDOUS CHEMICAL NAME	(3) CAS NUMBER	(4) DOT NUMBER	C O N T A I N E R (5)	M I X T U R E (6)	I N V E N T O R Y (7)	U N I T (8)	N U M B E R O F E M - P L O Y E E S E X P O S E D O R P O T E N - T I A L L Y E X P O S E D (9)	S P E C I A L H E A L T H H A Z A R D C O D E S (10)
	PRODUCT NAME: XYZ Cleaner			BP		11	G	7	
1012	Hydrogen Chloride	7647-01-0	1050		53				CO

In some cases, the letters “syn” are listed in the Substance Number column of the Right to Know Hazardous Substance List to designate a synonym (another name) for the chemical. Refer to the chemical name listed after “see” on the Right to Know Hazardous Substance List and use the substance number for that chemical name.

Column (2) - HAZARDOUS CHEMICAL NAME

Enter the name(s) of the hazardous chemical ingredient(s). Only the common chemical name, official chemical name, or synonym that appears on the Right to Know Hazardous Substance List can be used.

Even if the product name is the same as the ingredient name (e.g., propane), you must still list the ingredient name.

				ENTER CODES (See Page 2 of Survey for Codes)					
(1) SUBSTANCE NUMBER	(2) HAZARDOUS CHEMICAL NAME	(3) CAS NUMBER	(4) DOT NUMBER	C O N T A I N E R (5)	M I X T U R E (6)	I N V E N T O R Y (7)	U N I T (8)	N U M B E R O F E M - P L O Y E E S E X P O S E D O R P O T E N - T I A L L Y E X P O S E D (9)	S P E C I A L H E A L T H H A Z A R D C O D E S (10)
	PRODUCT NAME: XYZ Cleaner			BP		11	G	7	
1012	Hydrogen Chloride	7647-01-0	1050		53				CO

If there are **more than four hazardous chemical ingredients**, continue listing them into the next product ingredient lines. Write "Continued" or "Cont." on the Product Name line. See the example on the Small Quantities Inventory page.

Column (3) - CAS NUMBER*

Enter the CAS number found on the Right to Know Hazardous Substance List for each hazardous chemical ingredient.

If no CAS number is listed, leave this space blank.

(1) SUBSTANCE NUMBER	(2) HAZARDOUS CHEMICAL NAME	(3) CAS NUMBER	(4) DOT NUMBER	ENTER CODES (See Page 2 of Survey for Codes)					
				C O N T A I N E R (5)	M I X T U R E (6)	I N V E N T O R Y (7)	U N I T (8)	N U M B E R O F E M - P L O Y E E S E X P O S E D O R P O T E N - T I A L L Y E X P O S E D (9)	S P E C I A L H E A L T H H A Z A R D C O D E S (10)
	PRODUCT NAME: XYZ Cleaner			BP		11	G	7	
1012	Hydrogen Chloride	7647-01-0	1050		53				CO

*CAS Number = Chemical Abstracts Service Number - This is the unique identification number assigned to chemicals by the Chemical Abstracts Service (of the American Chemical Society).

Column (4) - DOT NUMBER

Enter the U.S. Department of Transportation (DOT) number from the Right to Know Hazardous Substance List for each hazardous chemical ingredient. If a DOT number is not listed, leave this space blank.

If the DOT number on the container label or MSDS is different from the number on the Right to Know Hazardous Substance List, use the number on the Right to Know Hazardous Substance List.

(1) SUBSTANCE NUMBER	(2) HAZARDOUS CHEMICAL NAME	(3) CAS NUMBER	(4) DOT NUMBER	ENTER CODES (See Page 2 of Survey for Codes)					
				C O N T A I N E R (5)	M I X T U R E (6)	I N V E N T O R Y (7)	U N I T (8)	N U M B E R O F E M - P L O Y E E S E X P O S E D O R P O T E N - T I A L L Y E X P O S E D (9)	S P E C I A L H E A L T H H A Z A R D C O D E S (10)
	PRODUCT NAME: XYZ Cleaner			BP		11	G	7	
1012	Hydrogen Chloride	7647-01-0	1050		53				CO

Column (6) - MIXTURE

Enter the code which indicates the concentration of the hazardous chemical in the mixture.

You may need to contact the manufacturer or supplier to get this information if it does not appear on the container label or MSDS. If the concentration is unknown after making a good faith effort to determine this information (at least two contacts), use code "61."

If you list all "61's," the survey will be returned to you.

- 61 Unknown
- 60 100%
- 59 90 to 99%
- 58 80 to 89%
- 57 70 to 79%
- 56 60 to 69%
- 55 50 to 59%
- 54 25 to 49%
- 53 10 to 24%
- 52 1 to 9%
- 51 0.1 to 0.9%

Example: Hydrogen Chloride
makes up 12% of
XYZ Cleaner.

Use code "53."

ENTER CODES (See Page 2 of Survey for Codes)									
(1) SUBSTANCE NUMBER	(2) HAZARDOUS CHEMICAL NAME	(3) CAS NUMBER	(4) DOT NUMBER	C O N T A I N E R (5)	M I X T U R E (6)	I N V E N T O R Y (7)	U N I T (8)	N U M B E R O F E M - P L O Y E E S E X P O S E D O R P O T E N - T I A L L Y E X P O S E D (9)	S P E C I A L H E A L T H H A Z A R D C O D E S (10)
	PRODUCT NAME: XYZ Cleaner			BP		11	G	7	
1012	Hydrogen Chloride	7647-01-0	1050		53				CO

Column (10) - SPECIAL HEALTH HAZARD CODES

Enter the appropriate code for the hazardous chemical ingredient if it is considered a Special Health Hazard (SHH) on the Right to Know Hazardous Substance List.

Special Health Hazard Codes include:

CA	Carcinogen	F3	Flammable -Third Degree
MU	Mutagen	R4	Reactive - Fourth Degree
TE	Teratogen	R3	Reactive - Third Degree
CO	Corrosive	R2	Reactive - Second Degree
F4	Flammable - Fourth Degree		

If you do not list the appropriate Special Health Hazard codes, the survey will be returned to you.

2007 Right to Know Hazardous Substance List					
Substance Number	Common Name <i>Chemical Name</i>	CAS	DOT	SHHC	Sources
1012 #	HYDROGEN CHLORIDE HYDROCHLORIC ACID	7647-01-0	1050	CO	1 2 3 4 6 7 8 15 17 18 19 20 22

ENTER CODES (See Page 2 of Survey for Codes)									
(1) SUBSTANCE NUMBER	(2) HAZARDOUS CHEMICAL NAME	(3) CAS NUMBER	(4) DOT NUMBER	C O N T A I N E R (5)	M I X T U R E (6)	I N V E N T O R Y (7)	U N I T (8)	N U M B E R O F E M - P L O Y E E S E X P O S E D O R P O T E N - T I A L L Y E X P O S E D (9)	S P E C I A L H E A L T H H A Z A R D C O D E S (10)
	PRODUCT NAME: XYZ Cleaner			BP		11	G	7	
1012	Hydrogen Chloride	7647-01-0	1050		53				CO

INSTRUCTIONS FOR REPORTING PRODUCTS WITH UNKNOWN INGREDIENTS

If you are unable to identify the hazardous chemical ingredients in a product from the label or the MSDS, you need to contact the manufacturer or supplier. Even if you obtain an MSDS, it may say that the product contains "No Hazardous Substances." Since the company that prepared the MSDS was probably not referring to New Jersey Right to Know requirements, you should contact them for the names of all hazardous and the five most predominant chemical ingredients in the product.* A sample request form you can use is located at the end of this instruction booklet.

If you have not been able to obtain this information after making a good faith effort (at least two contacts), complete the form entitled "Products with Unknown Ingredients." Enter your employer and facility name, NJEIN number and SIC/NAICS codes (found in the survey mailing address box) at the top of this form. In the space on the left-hand side of the form, enter the name of the product for which you have been unable to identify all the ingredients. In the space on the right, enter the name and address of the manufacturer or supplier that you contacted. Complete a separate entry for each product. Attach this form to your Right to Know Survey.



New Jersey Department of Health and Senior Services

2008 RIGHT TO KNOW SURVEY

PRODUCTS WITH UNKNOWN INGREDIENTS

To Be Completed Only When You Are Unable to
Identify Specific Chemical Components of a Trade Name Substance

*Make sufficient
blank copies
of this form.*

NAME OF EMPLOYER AND FACILITY Borough of Anytown, Department of Public Works	NJEIN 43811100002	SIC 9131	NAICS 921140
Main Identifying Trade Name of Product With Unknown Ingredients (1)	Manufacturer's or Supplier's Name, Mailing Address, City, State, and Zip Code (2)		
1 <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Wipeoff </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> XYZ Dysolve </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 37 Aromatic Drive </div> <div style="border: 1px solid black; padding: 5px;"> Aldehyde, N.Y., 00073 </div>		

*This serves a dual function because you will need to know the five most predominant ingredients as well as all of the hazardous ingredients for the Right to Know container label.

WHERE TO SEND THE SURVEY

- Make at least six (6) copies of the completed Right to Know Survey.
- Be sure to place the Large Quantities Chemical Inventory page(s) immediately after the cover page when submitting your survey so it can be easily accessed when the survey is being reviewed by emergency responders.

NJDHSS must receive the Right to Know Survey with the original signature of the Responsible Official by July 15, 2009. Please attach the pages by stapling. Return to:

RTK Survey
NJDHSS
P.O. Box 368
Trenton, NJ 08625-0368

- Send copies of your 2008 Right to Know Survey to the following agencies:
 - ➔ your local fire department,
 - ➔ your local police department,
 - ➔ your designated County Lead Agency (available at www.nj.gov/health/rtkweb)
 - ➔ your Local Emergency Planning Committee
 - ➔ your Local Health Department (**not** the Board of Health)

NOTE: IF YOU REPORTED **NO** HAZARDOUS CHEMICALS, you still must send copies of the completed cover page to these agencies, as well as sending the original to the New Jersey Department of Health and Senior Services.

MATERIAL SAFETY DATA SHEETS (MSDSs) can be obtained by contacting your supplier or the product manufacturer.

HAZARDOUS SUBSTANCE FACT SHEETS (HSFS) are developed and distributed by the New Jersey Department of Health and Senior Services and are available on the RTK website www.nj.gov/health/rtkweb.

Please periodically check (at least once per year) that your RTK Central Files have the most up-to-date versions of MSDSs and HSFSs.

COMMON SURVEY ERRORS

Error #1: The 11-digit NJEIN, 4-digit SIC and 6-digit NAICS numbers must be filled in on each inventory page. The NJEIN must match the NJEIN on the cover page.

NJEIN	
SIC	NAICS
EMPLOYER NAME	
FACILITY NAME	

Error #2: Do not list a product on the Large Quantities Inventory page if the product is not present at one single location within a facility.

2008 RIGHT TO KNOW SURVEY CHEMICAL INVENTORY FOR **LARGE** QUANTITIES AT SINGLE LOCATIONS

(USING INVENTORY RANGE COES 12 THROUGH 20 FOR PRODUCTS PRESENT
IN QUANTITIES GREATER THAN 99 POUNDS, GALLONS OR CUBIC FEET)
(PHOTOCOPY THIS SHEET IF YOU NEED ADDITIONAL FORMS)

Error #3: Dittos, arrows, "N/A" and blanks are not acceptable on inventory pages. (However, if no CAS number or DOT number is found on the Right to Know Hazardous Substance List, leave the space blank.)

(1) SUBSTANCE NUMBER	(2) HAZARDOUS CHEMICAL NAME	(3) CAS NUMBER	(4) DOT NUMBER	(5)	(6)	(7)	(8)	(9)	(10)
	PRODUCT NAME: Bright Enamel Paint			CN		10	G	4	
1866	Toluene	108-88-3	1294		61				F3, TE
	Xylenes	1330-20-7	1307		↓				"
2037	Zinc Oxide	1314-13-2			N/A				

Error #4: Don't list products names alone. Every product listed must have a hazardous ingredient listed.

(1) SUBSTANCE NUMBER	(2) HAZARDOUS CHEMICAL NAME	(3) CAS NUMBER	(4) DOT NUMBER	(5)	(6)	(7)	(8)	(9)	(10)
	PRODUCT NAME: Miracle Clean			DP		11	G	40	

Error #5: Obtain Substance Numbers from the Right to Know Hazardous Substance List. They must be four-digit numbers and may have preceding zeros (e.g., 0006, 0078, 0261).

(1) SUBSTANCE NUMBER	(2) HAZARDOUS CHEMICAL NAME	(3) CAS NUMBER	(4) DOT NUMBER	(5)	(6)	(7)	(8)	(9)	(10)
	PRODUCT NAME: Scientific Acetone			BP		09	G	4	
6	Acetone	67-64-1	1090		61				F3

Error #6: For Units of Measure, only use codes “C”, “P”, or “G”, not “Pt” or “Qt”.

(1) SUBSTANCE NUMBER	(2) HAZARDOUS CHEMICAL NAME	(3) CAS NUMBER	(4) DOT NUMBER	(5)	(6)	(7)	(8)	(9)	(10)
	PRODUCT NAME: Nasty Degreaser			BP		09	Qt.	12	
0197	Benzene	71-43-2	1114		52				CA, F3, MU, TE

Error #7: On the cover page, indicate the total number of employees and the number of employees exposed or potentially exposed to hazardous chemicals. Include volunteer firefighters.

<p>(C) Number of employees at facility: _____</p> <p>Number of employees exposed or potentially exposed to hazardous chemicals at facility: _____</p>

Error #8: The number of employees exposed or potentially exposed listed on Chemical Inventory pages should be as accurate as possible for the product. Do not include the number of students in the school

(1) SUBSTANCE NUMBER	(2) HAZARDOUS CHEMICAL NAME	(3) CAS NUMBER	(4) DOT NUMBER	(5)	(6)	(7)	(8)	(9)	(10)
	PRODUCT NAME: Gym Floor Cleaner			BP		11	G	500	
0275	2-Butoxy Ethanol	111-76-2	2369		53				CA

Error #9: The inventory code must be two digits (e.g., 09, 10, 11, 12). This is a code. Do not list the actual number of containers.

(1) SUBSTANCE NUMBER	(2) HAZARDOUS CHEMICAL NAME	(3) CAS NUMBER	(4) DOT NUMBER	(5)	(6)	(7)	(8)	(9)	(10)
	PRODUCT NAME: Lab Preserve			BG		2	G	2	
0946	Formaldehyde	50-00-0	1198		52				CA, MU, CO, F4

<p style="text-align: center;">SAMPLE LETTER TO REQUEST MSDS AND PRODUCT INGREDIENTS</p>

(DATE)

(NAME)

(ADDRESS)

Dear Sir/Madam:

The New Jersey Worker and Community Right to Know Act (N.J.S.A. 34:5A-1 et seq.) establishes a comprehensive system for the disclosure and dissemination of information concerning hazardous chemicals in the workplace and the environment.

The Act requires that all hazardous chemicals on the New Jersey Right to Know Hazardous Substance List must be reported to the State of New Jersey.

Employers are also required to maintain Material Safety Data Sheets (MSDS) and to label all containers with the names and CAS numbers of all hazardous ingredients as well as the five most predominant ingredients present in each product. This includes non-hazardous ingredients.

One or more of the products that we purchased from your company does not contain a complete list of ingredients, with the CAS number, on the label nor on the MSDS.

In order to comply with the Worker and Community Right to Know Act, we are requesting that you provide us with the MSDS and a list of the chemical names and CAS numbers of all hazardous ingredients and the five most predominant ingredients for the products indicated below.

Thank you for your assistance in this matter.

Sincerely,

PRODUCT NUMBER

PRODUCT NAME
